



DEPARTMENT OF MILITARY AFFAIRS

STEVE BESHEAR
Governor

OFFICE OF THE ADJUTANT GENERAL
100 Minuteman Parkway
BNGC — EOC Building
Frankfort, KY 40601

EDWARD W. TONINI
Major General, KYNG
The Adjutant General

August 23, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for the Department of Military Affairs

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Department of Military Affairs proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, the lead contact for the Department of Military Affairs proposed furlough plan is Michael A. Jones at 502-607-1447.

Sincerely,

EDWARD W. TONINI
Major General, KYNG
The Adjutant General

Enclosures

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , the Department of Military Affairs has deemed it appropriate to designate an additional individual to be responsible for the oversight and implementation of the proposed furlough plan. This individual will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Department of Military Affairs employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Michael A. Jones	Executive Director	31095

The written designation(s) is enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days September 3, 2010; November 12, 2010; May 27, 2011

The Department of Military Affairs Furlough Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, except as otherwise requested below, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated days, as previously certified to the Personnel Cabinet.

The Department of Military Affairs Furlough Plan includes specific operations that will not result in a complete shut-down of its operations on the mandatory days cited.

- Those specific exceptions include the following:

The Youth Challenge Program objective is to provide a wholesome and disciplined environment for at-risk youth in order to have positive, life-changing experiences and educational opportunities leading to employment. Employees within this division are responsible for the safety, security, health/welfare and supervision of 120 at-risk youth 24 hours a day/7 days a week.

Security Force personnel within our Department are responsible for securing Kentucky National Guard installations from unauthorized access by intercepting contraband and mitigating sabotage and terrorism and to maintain an Access Control Point on a 24 hour a day/7 day a week schedule as required by the Department of Defense to safeguard lives and billions of dollars of federal property.

Firefighter personnel within our Department are required by the Department of Defense to maintain a 24 hour/7 day a week operation to protect personnel and assets such as eight C-130 cargo aircraft valued in excess of \$30 million each.

Emergency Management Duty Officer personnel are on duty 24 hours a day/7 days a week and are responsible for receiving notification and coordinating services and resources for state and local agencies responding to technological and natural disasters, Homeland Security and emergencies statewide. They are the state's official 24 hour warning point and play a vital role in coordinating responses, from federal, state and local government agencies and volunteer organizations, to a wide variety of natural and man made incidents.

Kentucky Logistics Operations Division is responsible for distribution of military clothing to war-fighters across the Nation and around the world. The National Guard Material Management Center (NGMMC) with National Guard Bureau (NGB) distributes ground and air equipment and parts to all fifty-four states and territories. In addition, the NGMMC manages a contingency storage of critical supplies needed during times of national disasters (such as hurricanes and floods). These items can be provided to necessary states and agencies within 24 hours directly impacting the lives and safety of the effected citizens. The Rapid Fielding Initiative supports mobilizing soldiers to ensure the War fighter is equipped with the latest required equipment. The Kentucky Logistics Operation Center (KYLOC) and

NGB with the DLA Troop Support distribute clothing to 350,000 Army National Guard soldiers across the nation; 40,000 Marine Corps Reserves; 67,000 Naval Reserve Force Command; 24,000 Naval Construction Brigade SEABEE members; 3,000 amphibious SEABEE members; 8,000 Naval Special Warfare (SEALS) and Naval Coastal members, the 20,000 members of Naval Installation Command and ELSG and the 107,000 Air National Guard members. Sustainment of war fighters in the Afghanistan and Horn of Africa AOR is being done through the Army Direct Ordering (ADO) program. In addition, support to 207,000 members of the Army Reserve. The safety and well being of members of the United States Armed Forces in Iraq and Afghanistan is in part directly related to the timely and efficient production and shipping of items from the KyLOC directly to the combat areas.

Bluegrass Station is a former Army Depot located in Lexington (Avon), Kentucky that is now managed by the Kentucky Department of Military Affairs as a light industrial business park. The 782 acre facility includes more than 2.2 million square feet of space in 112 buildings, 17 miles of paved roads, 27 acres of paved parking lots, 211 acres of dedicated recreational area, 280 acres of undeveloped land, its own water, electrical and wastewater systems and an active rail line. Bluegrass Station's 27 tenants employ over 2,100 full-time Kentuckians and lease/occupy over 2.2 million square feet of building space and 253 acres of land. Bluegrass Station's tenants include local, state, and federal governmental agencies; federal contractors; private commercial enterprises; and residential occupants. Special Operations Forces Support Activity (SOFSFA) provides critical and rapid response for joint logistical support to United States Special Operations Command, focusing on Special Operations Forces (SOF) and SOF-unique equipment. In partnership with USSOCOM and the SOFSFA, match SOF requirements with existing or new capabilities to meet near- and mid-term logistics support mission needs. The Joint Operations Group of Aircraft Integration Systems is the contractor-operator of the Government-owned Special Operations Forces Support Activity (SOFSFA) headquartered at Bluegrass Station — responsible for providing comprehensive logistics support operations and maintenance. They also specialize in unique wheeled vehicle engineering and design, and watercraft refurbishment. In addition they maintain expertise in the area of Integrated Logistics Support (ILS), gunsmithing, and communications-electronics and night vision device repair. Bluegrass Station's ability to quickly respond to SOFSFA needs and requirements directly impact their war-fighter support mission.

- The number of employees impacted by this exception is 404 and 4 contract workers.

The Department of Military Affairs Furlough Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs.

- The assignment of furloughs is to stagger the timing to minimize the disruption of services to the public and our support to service members overseas. The employees will be scheduled on alternate days in order to ensure the mission is complete and to remain within the guidelines of the mandated furlough. All furloughs will be done in compliance with the regulatory requirements and taken during the same pay period of the mandated shut-down days.
- Each employee will be notified of the alternate furlough dates by letter from the Department of Military Affairs Appointing Authority.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

On the three (3) non-designated months, the Department of Military Affairs Furlough Plan includes the furlough of all employees during the first pay periods of the required months.

The Department of Military Affairs Furlough Plan addresses the manner in which the assignment of employee furlough hours/days will be made.

	# of Employees	Pay Period Dates per month	Employees request specific furlough days, assign furlough days or a combination of both?	Is overtime or comp time accrual a concern during these furlough periods for these units? If yes, explain in detail and how it will be monitored.
Office of The Adjutant General	6	First pay period of each non designated month	Both	No
Division of Administrative Services	57	First pay period of each non designated month	Both	No
Facilities Division	150	First pay period of each non designated month	Both	No
Division of Emergency Management	93	First pay period of each non designated month	Both	No
Bluegrass Station Division	22	First pay period of each non designated month	Both	No

Kentucky Community Crisis Response Board	5	First pay period of each non designated month	Both	No
Youth Challenge Division	49	First pay period of each non designated month	Both	No
Kentucky Logistics Operations Division	310	First pay period of each non designated month	Both	No

This furlough plan has been developed on the assumption that no disaster or emergency situation exists on the dates of the furloughs. However, the basic operational nature of the Department of Military Affairs is one of responding to emergency or disaster situations statewide. When the department responds to these emergencies, many employee classifications in the department may be affected, from operational emergency response managers to administrative staff. These emergency and exigent circumstances may result in employee(s) reporting to work during a scheduled furlough day. The Appointing Authority will insure that such emergency or exigent circumstance existed on the particular furlough days impacted.

III. CONTRACT WORKERS

All applicable contract workers, who are subject to a reduction of hours, they'll have their hours reduced in the same manner as required.



DEPARTMENT OF MILITARY AFFAIRS

Steven L. Beshear
Governor

Office of the Adjutant General
100 Minuteman Parkway
BNGC - EOC Building
Frankfort, Kentucky 40601-6168

Edward W. Tonini
Major General, KYNG
The Adjutant General

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on September 3, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Crystal Simpson, Administrative Branch Manager, at 502-607-1541.

Sincerely,

Michael A. Jones
Executive Director
Office of Management & Administration

CC: Personnel File



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Steven L. Beshear
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Office of the Adjutant General
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Frankfort, Kentucky 40601-6168

Edward W. Tonini
Major General, KYNG
The Adjutant General

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on September 7, 2010 in lieu of September 3, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Crystal Simpson, Administrative Branch Manager, at 502-607-1541.

Sincerely,

Michael A. Jones
Executive Director
Office of Management & Administration

CC: Personnel File

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

EWJ
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

EWJ
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

EWJ
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

EWJ
(INITIALS)